



Document Controller

Job Type: Contract, Full time; Term from beginning of August 2020 to December 2021

Remuneration: \$18-\$20 per hour (depending on experience)

Job Description and Key Responsibilities:

Platinum Marine is looking for a Document Controller to organize, maintain and ensure proper distribution of engineering information and documentation. The Document Controller is an important link between the design, engineering and production teams.

Key responsibilities are as follows.

- Responsible for ensuring that engineering drawings and documentation are correctly numbered with correct revision numbers and in accordance with engineering standards
- Organize, sort and store design and engineering documentation
- Ensure timely transfer and distribution of engineering documentation (digital and/or hard copy formats) to the production department and/or third parties
- Support the engineering department and project managers in managing and maintaining the Master Document List and monthly reporting of progress
- Liaise with document originators to ensure accuracy and to resolve discrepancies
- Work independently and be self-motivated
- Scans and file documents, and perform other clerical tasks
- Performs other duties as assigned by the project manager

Qualifications:

The candidate will have excellent organizational, communication, problem-solving and time management skills.

- 2+ years working in a Document Control or similar role in a design and engineering environment
- Able to multi-task and manage a varied workload
- Strong attention to detail
- Must be able to work independently and as part of a team
- Reliable, honest, and punctual
- Ability to work in a fast-paced environment and adapt quickly to new procedures

Education/Training:

- At least 2 years post-secondary education
- Proficient in Microsoft Office applications such as Outlook, Word, Excel
- Knowledge or experience with Electronic Document Management System an asset
- Basic Autocad skills (such as viewing drawings and editing text) an asset

Working Conditions:

Reporting to the Project Manager(s), the candidate's time will be primarily spent in an office environment with frequent visits to the work shop. Typical business hours are 7:00am – 3:30pm Monday to Friday. Office dress code is casual.

Company Description:

Platinum Marine is the largest full service yacht refit and repair facility in Western Canada servicing boats over 20 meters. The shipyard and head office is located on Mitchell Island in Richmond (a suburb of Vancouver). With over 100 employees the company focuses on large refit and transformational projects. At any given time, Platinum has multiple large size projects on the go. Customers come primarily from Canada and USA but the company is known globally and the clientele reflect this.

Platinum's management team and professional staff are vastly experienced. Our workforce is highly trained and diverse. Upper management include people from Canada, USA, Australia, Turkey, and England. Positions include naval architects, designers, shipwrights, engineers, and specialized journeymen.

Our corporate culture values innovation, efficiency, and forward thinking. We support our employees' passion for boat building with best practices so that we have highly trained, motivated employees who feel they are an important part of the end product.

Platinum Marine's sister companies include Crescent Custom Yachts, [CCYMarine](#), Milltown Marine Services, WrapBoats, and Tactical Custom Boats.

If you feel this position meets your skills, experience, personal attributes, and you are ready for an exciting career working with luxury yachts, then we want to hear from you! Please apply by submitting your resume to hr@platinummarine.ca. Applicants must be legally entitled to work in Canada.

We appreciate the interest of all applicants, however, only those selected for an interview will be contacted.

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